



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:


CESO-ZA

26 May 1998

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS

SUBJECT: Selection of Corps of Engineers Safety and Occupational Health Managers

1. The Corps is recognized as having a world class safety and occupational health program. A major component of our successful program has always been the empowering of qualified safety and occupational health professionals as special advisors to the commander. Recently, there have been actions in the field, well intentioned I'm sure, to place individuals who barely meet minimum qualifications in full performance safety and occupational health manager positions.
2. As we downsize, we often attempt to avoid the trauma of reductions in force (RIFs) by placing affected employees in vacancies in our smaller offices. I support and encourage efforts to retain our valuable employees, but I am very concerned with the vitality and technical proficiency of our safety and occupational health offices.
3. To assure that the Corps' safety and occupational health program continues to excel, I am designating all chiefs of safety and occupational health positions as *Key Positions*. Vacant key positions are to be filled in accordance with the guidelines in AR 690-950. When filling vacant chiefs of safety positions, the AR requires a panel of subject matter experts, designated by the USACE CP-12 Career Program Manager (CPM), to review candidate qualifications and make recommendations to the selecting official.
4. Any modification or waiver of qualification requirements of a chief of safety position will be coordinated with the USACE CP-12 CPM. When individuals are appointed to those positions to satisfy assignment rights under RIF procedures, their qualifications will be forwarded to the USACE CP-12 CPM upon their acceptance of the RIF offer to ensure any necessary training needs are identified.
5. You must ensure that your local hiring procedures incorporate all of the above requirements. I expect professionalism and full performance in every vacancy that we fill and I fully believe that technical competency in our safety and occupational health offices is absolutely essential for our continued success.



JOE N. BALLARD  
Lieutenant General, U. S. Army  
Commanding